2006-2007 Crime Lab Assistance Program (CLAP)
Missouri Crime Lab Upgrade Program (MCLUP)
Grant Application Checklist

Have you included:
- ❑ Application Summary Report
- ❑ Application for Funding Form
- ❑ Budget Pages *(as applicable)*:
    - ❑ Personnel Budget Form
    - ❑ Personnel/Staffing Information Form
    - ❑ Travel Budget Form
    - ❑ Equipment Budget Form
    - ❑ Supplies/Operations Budget Form
    - ❑ Contractual Budget Form
- ❑ Narrative Work Program
- ❑ Certified Assurances Form
- ❑ Certification of Cash Match Form *(Not Applicable for MCLUP)*
- ❑ Audit Requirements Form
- ❑ Report of Expenditures and Check Payee Form
- ❑ Offerer's Prior Experience Form
- ❑ Project Agency Organizational Chart

Have you:
- ❑ Double-checked your math?
- ❑ Checked that all forms are accurate and fully completed?
- ❑ Verified <u>all</u> forms are signed and dated by the <u>Authorized Official</u>?
- ❑ Included justification for each budget item in the narrative?
- ❑ Written the narrative in its prescribed format?
- ❑ Assembled your application packet in the above order, including only applicable forms?
- ❑ Marked the "ORIGINAL" application packet in the upper right hand corner of top sheet?
- ❑ Submitted <u>one original</u> and <u>two copies</u> for review?

<u>APPLICATION DEADLINE</u>

All applications must be postmarked or received by the Department of Public Safety by no later than <u>May 31, 2006.</u> Failure to submit your application by the deadline may result in the application being denied.

Submit the original and two copies of the application to:

<u>Mailing Address:</u>
Missouri Department of Public Safety
Attn: NCAP
P.O. Box 749
Jefferson City, MO 65102

<u>Street Address:</u>
Harry S. Truman State Office Building
301 West High Street, Room 870
Jefferson City, MO 65101

FAXED APPLICATIONS WILL NOT BE ACCEPTED!